

**AHCCCS ON-LINE  
CLAIM SUBMISSION  
MANUAL**



**AHCCCS**

# **TABLE OF CONTENTS**

<b>Section 1: How to sign on . . . . .</b>	<b>Pages 1 - 5</b>
<b>Section 2: Create an ID and Password . . . . .</b>	<b>Pages 6 - 10</b>
<b>Section 3: Check Eligibility and Enrollment Status . . .</b>	<b>Pages 11 - 19</b>
<b>Section 4: Claim Submission . . . . .</b>	<b>Pages 20 - 21</b>
<b>Section 4.a: Professional (1500)</b>	<b>Pages 22 - 31</b>
<b>Section 4.b: Institutional (Inpatient UB)</b>	<b>Pages 32 - 44</b>
<b>Section 4.c: Institutional (Outpatient/Clinic UB)</b>	<b>Pages 45 - 57</b>
<b>Section 4.d: ADA (Dental)</b>	<b>Pages 58 - 69</b>
<b>Section 5: View Status (Online Claim) . . . . .</b>	<b>Pages 70 - 75</b>
<b>Section 6: Claim Status . . . . .</b>	<b>Pages 76 - 83</b>
<b>Section 7: Adjustments (CMS 1500) . . . . .</b>	<b>Pages 84 - 90</b>
<b>Section 7.a: Adjustments (UB)</b>	<b>Pages 91 - 96</b>
<b>Section 7.b: Adjustments (ADA)</b>	<b>Pages 97 - 103</b>